

HRS4450 - FSP Staff Salary Report

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The report is a listing of all employees with a job title recognized in the Foundation School Program. Previously, funding for full-time classroom instructors, full-time counselors, full-time librarians, and full-time registered nurses was delivered in a separate allotment as authorized under TEC, 42.2514, which has been repealed by house bill 3646.

The report extracts active and inactive employees. An employee is not reported multiple times. Employees can be sorted by alpha, pay campus, or primary campus.

Staff salary position definitions

This report is printed in landscape orientation.

Parameter	Parameter Description
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A - Sort the report alphabetically. C - Sort the report by pay campus. P - Sort the report by primary campus. This is a required field.
Report Month (01-12)	Type a specific report month in the MM format (e.g., 11). The report month is used to determine if an employee is eligible for TRS or is still within the 90-day waiting period for TRS. The **Report Month** and **Report Year** values extract employees paid within the specified month and year. A payroll must be processed for the month being queried in order for an employee to be extracted on the report. This is a required field.
Report Year (YYYY)	Type a report year in the YYYY format. The report year is used to determine if an employee is eligible for TRS or is still within the 90-day waiting period for TRS. This is a required field. The **Report Month** and **Report Year** values extract employees paid within the specified month and year. A payroll must be processed for the month being queried in order for an employee to be extracted on the report.
Termination Date (MMDDYYYY)	The field is used to select terminated employees. If the termination date is equal to or greater than the termination date report parameter, the employee is included in the report. If an employee has been rehired and the rehire date is greater than the termination date report parameter, the employee is included in the report. This is a required field.

Parameter	Parameter Description
Include Staff ID/SSN on Report? (Y/N)	Y - Include employees' staff identification numbers/social security numbers on the report. N - Do not include employees' staff identification numbers/social security numbers on the report. This is a required field.
Summary (S) or Detail (D) information for employees	S - Print the summary information on the report. D - Print the detailed information on the report. This is a required field.
Select Frequency(ies), or blank for ALL	Type a one-digit frequency number separating multiple frequency numbers with a comma (e.g., 5, 6). Or, click ⋮ to search for payroll frequencies. Otherwise, leave blank to use all payroll frequencies. If an employee is being paid in multiple pay periods, only the highest pay frequency is reported. **Example**: The program looks at history when extracting employees and extracts the latest payroll date for the month being queried and the job code associated with that last payroll date in that month. If the user changes the job code in Maintenance, only the job code processed or in history for the selected pay date is extracted.

Generate the report.